



# Water Resources Program Plain Talk Project Submittal Form

Please complete, print, sign, have your supervisor sign, and submit form together with your document to: Rebecca Inman, MS 47600, [rinn461@ecy.wa.gov](mailto:rinn461@ecy.wa.gov), (360) 407-6450.

**Document Name:**

**Publication/Form #:**

**Subject Area:**

**Point person:**

**Phone:**

**Content Expert(s):**

**Deadline:**

**Scope of Work:**

1. **Who is the target audience?** (Include both primary and secondary audiences.)
2. **What is the main purpose of the document? Are there other purposes?** (Please list.)
3. **Who, beyond the point person and content experts, should be involved in working on this project?** (Regions, support staff, people in other programs or other agencies?)
4. **Who must or should review this document before it is finalized?** (Director, Special Assistant, Program Management Team, Assistant Attorney General, Internal Policy Team, technical group, forms coordinator, publications coordinator, etc.)
5. **How do you plan to use this document?** (Internet, intranet, newspapers, mail-outs? Please, list.)
6. **Will this document need to be translated into another language?** (List.)

**Additional Notes:**

**Signatures:** \_\_\_\_\_  
Point Person Supervisor